

# GST Return Filing by an Accountant:

## Ensuring Compliance & Accuracy

### What is GST Return Filing?

A GST return is a tax document that businesses must file periodically with the tax authorities. It contains details of:

- Sales (Outward Supplies)
- Purchases (Inward Supplies)
- Input Tax Credit (ITC) Claims
- Tax Payments & Liabilities

After filing, businesses must pay any outstanding GST liability to remain compliant.

### Types of GST Returns & Their Due Dates

GST Return	Purpose	Filing Frequency	Due Date
<b>GSTR-1</b>	Details of outward supplies (sales)	Monthly/Quarterly	11th of the following month / 13th for QRMP*
<b>GSTR-3B</b>	Summary of sales, ITC, and tax payments	Monthly	20th of the following month
<b>GSTR-9</b>	Annual return for all GST transactions	Annually	31st December of the next financial year
<b>GSTR-4</b>	Return for composition scheme taxpayers	Annually	30th April of the next financial year
<b>GSTR-10</b>	Final return for cancelled GST registration	One-time	Within 3 months of cancellation

\*QRMP – Quarterly Return Monthly Payment scheme for small businesses.

### Why Should You Hire an Accountant for GST Return Filing?

GST return filing requires technical knowledge, accuracy, and strict compliance. An experienced accountant can:

- ✓ Ensure Error-Free Filing –
- ✓ Claim Maximum ITC Benefits –

- ✓ Stay Updated with Tax Laws –
- ✓ File Returns on Time –
- ✓ Handle GST Audits & Notices –

### **Process of GST Return Filing by an Accountant**

Step 1: Data Collection & Verification

Step 2: Reconciliation with GST Portal

Step 3: Preparing GST Returns

Step 4: Submission & Payment

Step 5: Acknowledgment & Record Keeping

Generating a GST return acknowledgment and maintaining proper records for future audits.

### **What Happens If GST Returns Are Not Filed on Time?**

- Late Fees & Interest –
- ITC Restrictions –
- Legal Actions & Penalties –

### **How to Choose the Right Accountant for GST Return Filing?**

When hiring an accountant for GST filing, ensure they:

- ✓ Have GST expertise and experience.
- ✓ Stay updated with changing GST laws.
- ✓ Use reliable accounting software.
- ✓ Provide timely reminders for tax deadlines.
- ✓ Offer assistance in case of GST audits or notices.

### **Conclusion**

Hiring a professional accountant for GST return filing ensures that your business stays compliant, avoids penalties, and maximizes tax benefits. With the complexities of GST regulations, having an expert handle the process can save time, reduce errors, and provide financial peace of mind.

### **Need Expert Assistance for GST Filing?**

Let our team of experienced accountants handle your GST compliance smoothly and efficiently! **Contact us today!** □